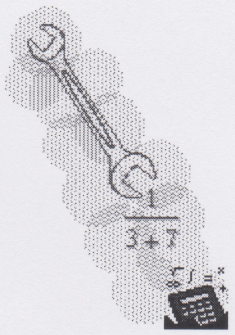
Rearranging documents

Introduction

This document contains details of some general Mathcad layout and editing techniques, for use with both mathematical expressions and text.



Contents

If necessary, make sure that the Mathcad window is as large as possible, by clicking on the maximise button in the top right corner of the window.

Moving things around - Task 1

Both mathematical expressions and text can be placed anywhere in a document.
They are created at the position marked by the red cross cursor.

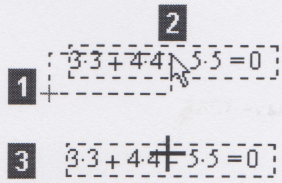
- Each expression and piece of text forms a **region** in the document.

Regions can be moved around the page, or cut and pasted, to rearrange a document.
Before you can do any of these operations you must select the region, or regions, you require.

Read through the instructions below before carrying out the tasks at the bottom of the page.

Selecting a region

What you will see



(1) Click a little away from the region to obtain the red cross cursor.

(2) Click and drag (hold down the button while moving the mouse) towards the region until it is enclosed by a **dashed black rectangle**.

(3) Release the mouse button.

Moving a region

Select the region in the way described above. Place the mouse arrow over the region to see a **black cross cursor**. You can now click and drag to move it to another location.

Task

- Rearrange the three expressions below, into the order ' 1 ' to ' 3 ' going from left to right.

$$\frac{2^2}{2} = 2 \qquad \frac{3 \cdot 3 \cdot 3}{3 + 3 + 3} = 3 \qquad \left(\frac{1}{1+1}\right) + \left(\frac{1}{1+1}\right) = 1$$

Task

- Once a region has been selected all the standard Windows' **cut**, **copy** and **paste** facilities are available. The copy procedure (step 2 below) may take a little time. Mathcad displays the message ' WAIT ' in the status bar, at the bottom of the screen, when it is busy copying.

(1) Select the expression below.

(2) Choose the **Edit** menu and **Copy** (or type [**Ctrl**]**c**).

(3) Position the red cross cursor next to the pencil. Then **Edit** and **Paste** (or type [**Ctrl**]**v**).

Please copy me !

$3 \cdot 3 + 4 \cdot 4 - 5 \cdot 5 = 0$

Paste here

- The techniques described on this page work equally well for any item in your documents : expressions, text, graphs and pictures, e.g. the pencil.

  Note : you can enclose more than one region in the dashed black selection rectangle.

- Cut, copy and paste can also be used when **expressions** are enclosed by a **blue box**. (You saw this in the opening file, 121A0-01, when deleting an entire expression.)

Inserting blank lines - Task 2

- You can easily **insert** one or more blank lines into a document if you need more space to work. Read the following instructions, then try the task below.

(1) Move the mouse arrow and click to position the red cross cursor just above the place where you wish to insert the blank lines.

(2) Select the **Edit** menu and **Ins/Del Blank Lines...** .

(3) The 'Insert / Delete Blank Lines' option box will appear.
Enter the number of blank lines required and click the 'Insert' button.

(Clicking the 'Delete' button will remove blank lines below the cursor.)

Task

- Position the red cross cursor in the empty space between the two grey lines and insert 4 blank lines to increase the gap.

Mind the gap !

Refreshing the screen - Task 3

When you are using Mathcad the screen will sometimes become confused by unwanted bits and pieces. Also expressions and pieces of text might appear to go missing.

You can **refresh** (re-draw) the screen,
obtaining an up-to-date view of what is really there, in two ways.

Either - select the **Window** menu and choose **Refresh**

or - type **[Ctrl]r**

Task

- To demonstrate refresh in action -

(1) Click on the blue circle, then refresh the screen.

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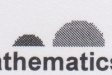
Using mathematics



(2) Now click above, in the empty space, and refresh again.

Comments

- Common sources of 'screen confusion' are overlapping regions.
This is the case with the task above, where the text and picture regions overlap.

  Whilst overlapping regions do not affect Mathcad's calculations, they can make documents hard to read, so try to keep your regions separate.

- There are two other occasions after which you may need to **refresh** the screen :

(a) after the display of a Mathcad error message and subsequent correction of the error ;

(b) after printing a Mathcad document.

END